

Hanover School Committee Meeting Minutes
June 18, 2019
Hanover High School

Present: Mrs. Leah Miller, Mr. John Geary and Mrs. Ruth Lynch

Also Present: Matthew Ferron, Thomas Raab, Deborah St. Ives, Keith Guyette, Scott Hutchison, Lynn Petrowski, and Kelly Lawrence

Absent: Mrs. Kimberly M. Booker and Mrs. Libby Corbo

Call to Order: Meeting was called to order at 7:00pm by Chairperson Miller.

Public Comment: None presented

Approval Minutes:

The May 15, 2019 Executive Session minutes were tabled due to a quorum to vote the minutes was not present.

Motion by Geary to approve the June 5, 2019 School Committee minutes as written. The motion was seconded by Lynch. The motion carried unanimously.

- **Report of the Superintendent presented by Mr. Ferron: School Committee Reorganization** – Postponed to August meeting.
- **State of Athletics Report** – Presented by Scott Hutchison, Athletic Director for Hanover High School. The complete document can be found on the School Committee website. The main topics are as follows: Sports offered by season, unified sports, participation, team recognitions by season, individual recognitions by sport/league/MIAA (Massachusetts Interscholastic Athletic Association), donations, financial update, current year goals and upcoming year goals. Mr. Hutchison began by stating that over 70% of students at Hanover High School play a sport. He also commented on the many athletic achievements of our teams and that most of our teams earn spots in tournament and he commended the student athletes on their academic achievements.

Mrs. Lynch questioned if Hanover will be part of a co-operative girls' ice hockey team again for the following year, or if it can eventually be a stand-alone team. She also asked how many Hanover students are currently on the roster. Mr. Hutchison replied that there are fifteen Hanover students along with several Cohasset students and there are no cuts. Due to this fact, there is no plan to move to a stand-alone team, as it's not in the best interest of these athletes.

Mr. Geary questioned whether Hanover Schools receives "gate fee income" for hosting MIAA tournaments. Mr. Hutchison replied that the MIAA receives all funds but the MIAA pays for all related expenses such as referees.

Mrs. Lynch questioned how a team could request equipment, etc., from an outside group for the Athletic Department. Mr. Hutchison replied that he receives a request from the coach, which is then submitted to the HHS Boosters for approval and if approved they will pay the vendor directly for the equipment. Along with Dr. Raab, a **check** and balance system will be set up for monitoring the funds disbursement more closely.

There was a brief discussion about fundraising, both by teams and "friends of" groups. Mr. Hutchison said the one group that is directly tied to HHS athletics is the HHS Sports Boosters. There are a couple of fundraising companies, such as Gold Athletics, that run fundraising campaigns for teams where the money goes to the "friends of" groups. The Committee expressed their concern about these types of

fundraisers and Dr. Raab agreed to look into these groups with Mr. Hutchison and report back to the Committee.

The Committee congratulated Mr. Hutchison on being awarded the Ted Damko Award for Excellence in Athletics for Athletic Directors.

Mr. Geary questioned whether the MIAA offers feedback to the district after we host tournament games. Mr. Hutchison replied that they do not but our needs and deficiencies are noticed when comparing our facilities to other venues. He has recently had conversations with the Mr. Diniak from the DPW about improvements. Mr. Geary requested that the observed athletic deficiencies be forwarded to the Dr. Raab to be included in the Capital Funds request being compiled by the Town.

- **Events and Updates** – The Grade 8 Awards and Promotion Ceremony was held on June 18th. June 19th is the last day of school with an early dismissal at all schools and no lunches served. It has been an exciting year for all of our students and staff. We wish everyone a fun and relaxing summer with family and friends.
- **Revised Fundraising Policy Update (Draft 4.0)** – The Committee and Administration have worked together to develop a fundraising policy that is more current, provides clear guidelines and constraints on the fundraising allowed in the schools, yet recognizes our community groups for their hard work and funding they provide to our schools. Fundraising activities were reviewed very carefully and are a lot of work for our partner groups. The School Committee also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, families, and the community in general. This new policy proposes that all fundraising projects and activities by schools, or groups within the school, contribute to the educational and extracurricular experiences of students and not be in conflict with the overall instructional program. It also sets expectations for a check and balance system that includes school and district administration as well as financial reporting each year on funds raised and what the funds were spent on. The revised policy also includes a consistent fundraising request form to be used at all levels. *The Fundraising and Solicitations in School Draft 4.0 replaces the current fundraising policies JJE and KHA.*

Mrs. Lynch questioned which account field trip expenses are paid from. Dr. Raab responded that principals review the cost of the trip and determine if it is low enough to ask families to pay for or they will reach out to the HPTA to fund part of the fee for students.

Dr. Raab briefly reviewed the reformatted HPTA financial statement for the Committee.

Motion by Geary to approve the Revised Fundraising and Solicitation Policy as written. The motion was seconded by Lynch. The motion carried unanimously.

- **Traffic Study Committee Update** – Tabled for a future meeting.

Report of Finance Department Presented by Dr. Thomas Raab:

- **Donations** – Donations totaling \$48,598.68 were received from the HFEE and HHS Sports Boosters.

Mr. Geary noted that the HUDL subscription is notably inexpensive for the extent of its use. In addition, he requested lifespans of equipment purchased through Booster funds. Dr. Raab noted that the school is noticing the aging of equipment purchased during the opening of HHS in 2011.

Motion by Geary to approve donations in the amount of \$48,598.68 as written. The motion was seconded by Lynch. The vote carried unanimously.

- **Vote on Proposed School Lunch Price Increase** – Presentation by Lynn Petrowski, Food Service Director for Hanover Schools. The complete Nutrition document can be found on the

Hanover Schools website. The main topics discussed were: Demographics, Budget, Town Comparison and Program Highlights.

Memo code SP 27-2019 states that, "School Food Authorities maintain discretion to determine their target SY 2019-20 paid lunch price, consistent with Program regulations at 7 CFR 210.14€, and adjust their meal prices accordingly."

Utilization of the Paid Lunch Equity tool reveals that Hanover should be charging an average price of \$2.92 based on the number of paid lunches served in October of 2018 in all schools. Currently we charge, \$2.75 for an elementary lunch (K-4), \$3.00 for a secondary lunch (5-12), and \$4.00 for an adult lunch. A recommendation of a \$0.25 cent increase to current pricing structures effective July 1, 2019 will allow the department to keep pace with increases in operational costs, and continue to maintain sustainable funding for our budget. Based on our current level of meal participation, a \$0.25 cent increase income yields \$287.50/day and \$50,312.50/annually (based on 175 serving days).

Mr. Geary recognized the Hanover Food Service Department's involvement in the community. In addition, he questioned whether price comparisons are made among food choices. Also, he questioned the a la carte items not being federally reimbursed. Mrs. Petrowski noted that those items are quite limited but she tries to make them applicable to the age group.

Mrs. Lynch recognized Mrs. Petrowski's successful lunch program and the afterschool participation. In addition, she questioned the lack of compensation for federally paid lunches not affecting the overall budget. Dr. Raab responded that all students will receive meals regardless of their financial situation. If payment can be made over the summer, the funds will credit the negative balance. The debt cannot be written off due to the addition of federal funding.

Motion by Geary to approve Proposed School Lunch Price Increase for FY'20 as written. The motion was seconded by Lynch. The vote carried unanimously.

Report on Teaching and Learning:

- **FY'19 Family and Community Engagement (FACE) Update** – Presented by Mrs. Kelly Lawrence, Director of the Office and Family and Community Engagement. *The mission of the FACE Program is to cultivate meaningful and engaging experiences for Hanover students and the community.* The entire document can be found on the Hanover School's website. Mrs. Lawrence began by speaking about the Before and After School Programs and how they are the foundation of the FACE programs with over 400 students from 305 families attending. The enrollment in enrichment programs has continued to grow over the last several years and the FACE office continues to look for different programs to offer at all levels. The hope of HPAC is to put on a production that includes students from all levels working together. The School Store is thriving and is always looking for new partnerships to offer more to the community. A new online family portal will be rolled out next year where families create an account and be able to register and pay for programs and enrichment. This new portal will greatly improve processes and communications with families participating in FACE programs. Mrs. Lawrence appreciates all of the support given by the Committee and school administration. She also thanked the Hanover Cultural Council for their financial support of the Hanover Performing Arts Company.

Mrs. Miller recognized the outstanding programs the FACE Office offers and sets Hanover apart from other communities. In addition, she questioned whether there would be a play at both Center and Cedar Schools. Mrs. Lawrence replied that there would be although the Cedar production may look a little different and will be geared toward the younger students.

Mr. Geary questioned whether the School Store receives business from Hanover organizations and teachers/classes at the schools. Mrs. Lawrence responded that they are fostering relationships with these groups and are in the buildings and community promoting the services and that it will continue to grow.

Mrs. Miller appreciated the enrichment opportunities provided by the FACE Program and encouraged all members of the community to take advantage of the programs.

Mrs. Lynch asked Mrs. Lawrence about the Afterschool Conference she attended earlier in the year. Mrs. Lawrence replied that she was nominated by the Massachusetts Afterschool Partnership to attend and it was an incredible honor for her. In addition, Mrs. Lynch expressed how much she valued the FACE Office monitoring the community service requirements needed for graduation.

Mrs. St. Ives acknowledged the commitment of Kelly and her staff to align the FACE programs to the curriculum offered at Hanover Schools.

Mr. Geary compared the meeting's topics to ESPN's show known as "Outside the Lines." He appreciated all that the evening's presenters offer to the success of Hanover Schools and the community.

Action Items:

- **FACE Ocean State Invitational Field Trip Request** – The Office of Family and Community Engagement is requesting the HMS Cross Country Team to participate in the September 27, 2019 Ocean State Cross Country Invitational. The students would be registered based on the number of participants within the Division. The field trip is an excellent opportunity to promote physical activity, health and wellness and engage with peers from surrounding schools and states. School Committee approval is needed for out of state travel no less than thirty days prior to event.

Mr. Geary questioned whether 5th grade is a sanctioned race. Mrs. Lawrence will clarify and report to the Committee at the August meeting.

Motion by Geary to approve the FACE Ocean State Invitational Field Trip Request as written. The motion was seconded by Lynch. The vote carried unanimously.

Report of Finance Department Presented by Dr. Thomas Raab (continued):

- **FY'19 Budget Closeout Report** - The Business Office continues to process invoices for the next few weeks and have a minimal amount of funds to cover unanticipated expenses. In the report many of the Regular Education salary lines are negative and Special Education salary lines are positive. At this point in the year, all of these salary accounts should be approaching zero. There are two reasons for this anomaly. There are a few Special Education teachers incorrectly being paid out of Regular Education salary lines. In addition, all of our Long Term Subs are paid out of Regular Education Long Term Sub lines. Those that are Special Education should have been paid out of appropriate Special Education Long Term Sub lines. These situations are easy to fix and will be adjusted by the end of the fiscal year. Dr. Raab will provide the School Committee with a final summary once it's completed. Note on the bottom of page two, the previously approved transfer of \$75,990 from the Special Education Reserve account has been added to our budget and more specifically to the Special Education Transportation Expense Line. Consistent with the past, Dr. Raab waits to apply Circuit Breaker Funding to appropriate Special Education expenses until the end of the Fiscal Year and attempt to roll some funds into the next year as our first hedge against unanticipated Special Education expenses. No vote required.

Public Comment: None presented

The next School Committee meeting is scheduled for August 28, 2019 at Hanover High School. Expected agenda items will be: 2019-2020 Superintendent's Goals Draft 1.0, District Strategic Objective Update, Home School Approval Votes, Q4 FY'19 Revolving Account Update, FY'20 Budget Update, School Committee Reorganization and Traffic Study Committee Update.

Motion by Geary to adjourn at 9:31pm. The motion was seconded by Lynch. The motion carried unanimously.

Respectfully Submitted by:

Tara L. Wakefield

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Recording Secretary for the Hanover School Committee

Documents Used:

State of Athletics Report

Revised Fundraising Policy Update

Donations

Vote on Proposed School Lunch Price Increase

FY'19 Budget Closeout Report

FY'19 Family and Community Engagement Update

FACE Ocean State Invitational Field Trip Request

Appendix A

Appendix B

Appendix C

Appendix D

Appendix E

Appendix F

Appendix G